



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 591.1

Job Title: **ASSISTANT CHIEF CLERK(EXE LEV)**

Pay Grade: 32

### **GENERAL SUMMARY:**

Assists Municipal Courts administration in establishing, interpreting and enforcing policies and procedures for department operations.

### **RESPONSIBILITIES:**

- Assists the Director and Chief Clerk of the Municipal Courts Department by managing the day-to-day operations of a major functional area of the Municipal Courts Administration.
- Manages the department in the department head's absence.
- Assists the Director in creating, reevaluating, establishing and implementing departmental policies and procedures.
- Meets with inter-office management to discuss and resolve operating problems.
- Meets with operations management staff to review and set goals and objectives.
- Resolves the more complex problems of citizens that extend beyond the normal scope of managers.
- Addresses concerns and provides assistance to judicial and legal department personnel.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Business Administration, Public Administration or a field related to the type of work being performed.

#### **EXPERIENCE:**

Seven years of related experience are required, with four of the years in a supervisory capacity.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

#### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

#### **IMPACT OF ACTIONS:**

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hiring, terminations and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance or work flow or to facilitate service.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations and occasionally with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues, which require diplomacy; e.g., important contact involving difficult matters of agreements, negotiations and controversies.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Assistant Chief Clerk (Executive Level)

*Effective: October 1990*

*Revised: August 2004*